

FY 2006 Pay Periods and their Corresponding Processing Month

PAYROLL TRANSACTIONS

Payroll transactions are made up of salary and benefit payment transactions and accrual transactions.

- **Detailed salary and benefit transactions** update FFIS (in summary) and the Financial Data Warehouse (FDW) (summary and detail) the weekend after the pay period ends. For example, pay period 24 encompasses the dates between November 27 and December 10, 2005 and will update FFIS and the FDW the weekend of December 17th.
- **Payroll accruals** update FFIS and the FDW on or around the 19th of each month. Accruals are based on actual payroll transactions two pay periods prior. They reverse in FFIS the evening of the first workday of the next month and update the FDW the next morning.

SALARY AND BENEFIT TRANSACTIONS

Summary data in FFIS, Detail and Summary in FDW

Detailed salary and benefit transactions are posted to the Financial Data Warehouse (FDW) in the PAYROLL table. Detailed payroll records are not in FFIS. The details are summarized and posted to FFIS and the FDW in the GENLEDG table. This update to FFIS and the FDW occurs the weekend after the pay period ends (this is called the payroll weekend).

Pay period processed (Fiscal Month/Fiscal Year) and Pay period covered (BFY)

Detailed employee payroll transactions are identified with a pay period processed and a pay period covered. The pay period covered is associated with the time period the work was performed (and therefore it is associated with the budget fiscal year (BFY)). The pay period processed is associated with the time period the payroll *job* was processed (and therefore it is associated with the fiscal month and fiscal year (FM/FY)).

Each pay period processed could have transactions representing prior pay periods (and therefore, possibly prior BFY's). The processing tape picks up all payroll activity *processed* during that pay period, including corrected T&A's.

See the chart on the next page to determine the fiscal month and year of each pay period processed in FY 2006.

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Pay Period Processed	Dates of Pay Period	Date the payroll cycle runs	Processing Month (FM/FY)	Processing Month (Name)
19	09/18/05-10/01/05	10/08/05	01/06	October
20	10/02/05-10/15/05	10/22/05	01/06	October
21	10/16/05-10/29/05	11/05/05	02/06	November
22	10/30/05-11/12/05	11/19/05	02/06	November
23	11/13/05-11/26/05	12/03/05	03/06	December
24	11/27/05-12/10/05	12/17/05	03/06	December
25	12/11/05-12/24/05	12/31/05	04/06	January
26	12/25/05-01/07/06	01/14/06	04/06	January
01	01/08/06-01/21/06	01/28/06	04/06	January
02	01/22/06-02/04/06	02/11/06	05/06	February
03	02/05/06-02/18/06	02/25/06	05/06	February
04	02/19/06-03/04/06	03/11/06	06/06	March
05	03/05/06-03/18/06	03/25/06	06/06	March
06	03/19/06-04/01/06	04/08/06	07/06	April
07	04/02/06-04/15/06	04/22/06	07/06	April
08	04/16/06-04/29/06	05/06/06	08/06	May
09	04/30/06-05/13/06	05/20/06	08/06	May
10	05/14/06-05/27/06	06/03/06	09/06	June
11	05/28/06-06/10/06	06/17/06	09/06	June
12	06/11/06-06/24/06	07/01/06	10/06	July
13	06/25/06-07/08/06	07/15/06	10/06	July
14	07/09/06-07/22/06	07/29/06	11/06	July
15	07/23/06-08/05/06	08/12/06	11/06	August
16	08/06/06-08/19/06	08/26/06	11/06	August
17	08/20/06-09/02/06	09/09/06	12/06	September
18	09/03/06-09/16/06	09/23/06	12/06	September
19	09/17/06-09/30/06	10/07/06	01/06	October

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PAYROLL ACCRUALS

Accrual transactions represent payroll expenses where the employee performed work in one month but will not be paid until the following month. Accruals serve as a way for FFIS to record expenses in the month they were incurred. In this way, our accounting reports and statements accurately reflect monthly activity. These transactions are reversing period-end estimates (just like a YE document) which initially post on or about the 19th of each month and reverse the evening of the first work day of the next month.

The figures used for the accruals are based on earlier actual salary and benefit figures. Awards and overtime are not included in the accrual calculation. If your organization works a large amount of overtime, you would have to prepare a separate YE estimate to capture overtime accruals. Estimated salaries and benefits are summarized in budget object class (BOC) 1199 by accounting code. The summarized figure appears in the Accounting Code Summary by BOC (ACSB) in the FDW. (The VSUMFNCL table is used to produce this report.)

The current month column for BOC 1199 on ACSB combines the reversal of prior the month with the accrual of this month. The year-to-date column is a more meaningful figure. After around the 19th of each month, this figure represents the estimate for the current month and is based on the number of week days employees have worked for which salaries and benefits have not been recorded.